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ABSTRACT

The Government Documents Round Table of the American Library Association provides a syllabus for teaching government documents courses. Developed from syllabi gathered from various library schools, the document includes course objectives, a course outline, and brief explanatory passages and charts. However, the bulk of the volume is bibliographic, listing books and other information sources. The major subject areas are: (1) municipal and local publications; (2) state documents; (3) United States government documents; (4) international documents; (5) government publications from other nations; (6) Canadian government publications; and (7) British government publications. These are subdivided either by location or by type of publication. (LS)

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Draft Syllabus of Resources For Teaching

Government Publications

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Government Documents Round Table
EDUCATION TASK FORCE
Optimal Syllabus Committee
American Library Association

IR 003 784

TABLE OF CONTENTS

Preface 1
Introduction..... 3
Objectives..... 5
Course outline 6
I. MUNICIPAL AND LOCAL PUBLICATIONS..... 7ff.
Associations..... 11
Bibliographic control..... 10
Checklists..... 9
Indexes and abstracts..... 8
Periodicals..... 9
Reference books 7
II. STATE DOCUMENTS..... 12ff.
Bibliography and bibliographical control..... 20
Cataloging, classification, arrangement..... 19
Checklist of state publications..... 16
Early records..... 12
Introductory readings..... 13
Manuals and guides..... 14
Selection and acquisition..... 14
State government laws and legislation..... 13
III. U. S. FEDERAL GOVERNMENT DOCUMENTS..... 21ff.
Abstracts and indexing services..... 49
Background readings..... 21
Bibliography..... 28
Bibliographies and indexes chart..... 25
Catalogs, classification, arrangement..... 32
Computer data bases and government publications..... 63
CONGRESS..... 35ff.
Congress and its works: books..... 37
Congress and its works: periodicals..... 37
Congressional publications..... 35
Legislative process..... 38
Lists and indexes to congressional publications..... 39
Tracing the history of legislation..... 41
Depository library system..... 58
Distribution..... 59
General catalogs and indexes..... 24
Government publishing..... 57
Hearings..... 47
Government published indexes to hearings..... 47
Trade published indexes to hearings..... 47
Laws..... 42ff.
Administrative regulations..... 44
Court organization chart..... 46
Federal administrative opinions and decisions..... 45
Indexes to laws..... 42
Laws..... 42

Maps, geography and cartography..... 66
Microforms..... 61
Reference works and guides..... 26
References on references..... 22
Selection and acquisitions..... 29
Tapes..... 62
IV. INTERNATIONAL DOCUMENTS..... 68ff.
UNITED NATIONS..... 69ff.
Catalogs..... 75
General readings on the United Nations..... 70
Readings on the organization,processing, utilization.... 77
Selected international organizations..... 81
SPECIALIZED AGENCIES OF THE UNITED NATIONS..... 81ff.
Types of United Nations documents..... 73
United Nations indexes..... 76
United Nations Library..... 74
United Nations readings..... 69
United Nations, some major publications..... 79
United Nations systems chart..... 72
NON-U.N. ORGANIZATIONS..... 82ff.
V. WORLD GOVERNMENT PUBLICATIONS..... 88ff.
East and West Germany..... 89
France..... 88
Germany..... 88
Latin America..... 90
New Zealand..... 88
Union of Soviet Socialist Republic..... 90
VI. CANADIAN GOVERNMENT PUBLICATIONS..... 91ff.
Canada..... 91
Canadian government catalogs and indexes..... 92
VII. BRITISH GOVERNMENT PUBLICATIONS..... 93ff.
Comprehensive general indexes..... 93
Codes of laws (FYIO)..... 97
Current selection aids..... 93
General catalogs..... 93
Journals of Parliament..... 96
Parliamentary Debates 96
Parliamentary Papers..... 94
Privy Council (FYIO)..... 96
VIII. APPENDIX..... 98ff.
Bibliographic citation of government publications..... 99
Colleges and universities surveyed..... 104
Members of the Optimal Syllabus Committee..... 102
Methodology..... 102

Government Documents Round Table
American Library Association

PREFACE

This manual is intended to provide an analysis of methods and sources for teaching government documents. More than two years ago the Education Task Force of the Government Documents Round Table (A. L. A.) suggested that the methods of teaching documents were sufficiently varied in technique and resources to warrant a study of syllabi used in A. L. A. accredited institutions. A complete list of schools and respondents is included in the Appendix.

This manual does not, however, discuss advantages and disadvantages of any syllabus; rather it interprets the contents of the syllabi by gathering sources that might be helpful to library school teachers, documents librarians and to library professional personnel who instruct technicians.

Under unanimous vote of the GODORT Education Task Force in 1974, the GODORT Optimal Syllabus Committee was formed and its Chairperson assigned to undertake a survey of library education in government documents. A list of the committee members is found in the Appendix.

The main thrust of this resulting draft document is the development of a resource that is neither too broad nor too narrow. In carrying out the project it became apparent that bibliographic styles varied and that these could be made consistent only by using an editor. This was not possible. To this end, bibliographic entries are not entirely uniform.

Computer searches were made in an attempt to provide access to recent literature on government documents. Retrievals through CAIN and ERIC data bases of post-1974 information yielded usable citations for federal and British documents but were of little assistance with state documents.

The following draft document is presented with the belief that the project participants have assembled a usable outline for teaching government documents and that the supporting resources represent

the preferences of several library schools and the added updates by members of the committee.

In addition to members of the GODORT Optimal Syllabus Committee, several librarians of the University of Kentucky Libraries contributed to the draft and I would like to thank in particular Mrs. Rebekah M. Harleston (Government Publications Department) and Mrs. Ellen P. Baxter (Chemistry/Physics Library). I should add that I am very grateful to the University of Kentucky's Director of Libraries, Mr. Paul A. Willis, and the Associate Director, Mrs. M. R. Brown, as well as to the Head of the Government Publications Department, Mrs. Susan D. Csaky, for their encouragement, and for providing typing assistance as well as financial help. Without this cooperation this draft copy could not have been produced.

In conclusion, I should like to express my appreciation to library school teachers who answered our request by not only offering copies of their course syllabi, but also offering their personal assistance. Finally, I appreciate the members of the Optimal Syllabus Committee for their continued interest and time in seeing this project through to a draft stage.

M. Dean Trivette, Coordinator
GODORT Education Task Force
July 18, 1976

Introduction

GODORT is the embodiment of the growing interest in government publications and documents. The increasing pervasiveness of statutory law and the bureaucratic regulation has left its imprint on every phase of our lives. As governments reach into hitherto private concerns, most have attempted to explain, to inform, perhaps to justify.

In a less structured society, national governments concerned themselves primarily with defense of their borders, with the coming of money and the regulation of its value, with the making of treaties with other nations.

The Industrial Revolution and its resultant growth of cities and the decline of the agricultural society made the old order obsolete. Technological improvements wrought other changes in the fabric of society. Unparalled advances in medical sciences contributed to the population explosion.

As society became constantly more complex, governments stepped in to regulate the actions and reactions of people in a crowded world. The more highly developed the skills of a people and their standard of living, the greater was the need for boundaries for their conduct, and information for their working hours and their increased leisure time.

The resultant burgeoning of governmental agencies gave rise first to a greater flow of information. This rather orderly increase of communication between the department and the people almost unnoticed became the "information explosion."

Before the mid-thirties in the United States and European countries, publications from governmental sources could be absorbed into the established library systems and generally were serviced by persons involved in the subject rather than in the engendering body. The post-World War I period saw the

rise of individual nations, each with its own body of interests, and the formation of the League of Nations dedicated to brining common information on common problems to the peoples of the world.

The passage of time has emphasized the closer relations of people and government, and peoples and government. There can be little doubt of the value of much of the material from those engaged in agriculture, in health fields, education, recreation, conservation, housing.

It may be true that "Grind, salt, grind" seems to be order given. It is precisely this chaff that has to some degree been instrumental in the emergence of the documents librarian. To this person with specialized interest falls the burden of locating, acquiring, managing, using and recommending those materials most suitable and most helpful to a particular requestor or situation.

Just plain people became interested in the subject content of government publications. They more and more frequently turned to their libraries for direction. Practioners, from those in highly touted professions to window washers, found practical suggestions for their problems.

Users became legion. So was born the documents librarian to answer questions and perhaps, even better, stimulate others with their enthusiasm and make them patrons.

OBJECTIVES

1. To provide a working acquaintance with the history, value and types of governmental publishing;

2. To become familiar with those government publications which are of greatest value to libraries;

3. To become familiar with the acquisitions, organization and administration of government publications;

4. To provide an awareness of the techniques of bibliographic and literature searching;

5. To provide a working knowledge of publishing trends and problems in governmental publishing;

6. To provide an understanding of government documents as they relate to library collections;

7. To provide an awareness of main sources and where to locate these;

8. To provide an awareness of bibliographic control problems.

COURSE OUTLINE

I. Explanation of course

II. Introduction to government documents

- A. Definition
- B. Types of government documents
- C. Characteristics of government documents
- D. Importance of government documents
- E. Federal government as a publisher
- F. Government and research
- G. Bibliographic control

III. Selection and acquisition

IV. Classification and cataloging

V. Organization and administration

VI. United States government printing

- A. Historical
- B. Government Printing Office
- C. Superintendent of Documents

VII. Catalogs and indexes

- A. General catalogs and indexes
- B. Periodic catalogs and indexes
- C. Abstracts
- D. Commercially produced indexes and publications

VIII. United States government publications

- A. Executive
  - 1. Presidential publications
  - 2. Departments and agencies
- B. Judicial
- C. Legislative
  - 1. Congressional publications
  - 2. Publications of the Library of Congress

IX. State and municipal publications

X. Supranational official documents

- A. League of Nations
- B. United Nations

XI. Publications of other national governments

XII. Conclusions

- A. Trends
  - 1. Computerization
  - 2. Micropublishing and reprinting
- B. Problems and research areas

Municipal and Local Publications

Municipal and local documents are broadly interpreted as official publications of city, county, parish, town, and their subdivisions. They provide key information to current trends in urbanization and to subsequent problems caused by pollution, inadequate housing, crowding, crime, public transportation and outdated educational facilities.

Subject to restrictions, state and federal monies filter downwards to local governments for research and action on problems common to them all. They support studies concerning the establishment of cultural centers, industrial parks, recreation areas, tourist facilities, as well as zoning for historic preservation.

A study of these documents contributes needed facts for trends that affect populations in the 29th century. The original research is often applicable to larger government units -- the state or federal government -- and could be extrapolated and/or matched by data generated on similar topics.

Unfortunately, documents produced by municipal and local governments are the most misunderstood and the least known of all government documents. They are poorly indexed; those whose daily lives are governed by the edicts that they pronounce have too often considered them too near-at-home to need indexing or dissemination among libraries.

Heretofore, it was considered impossible to list documents of such a multiplicity of subject and of agency. No one bibliographic source should or could attempt to be all inclusive. However, a number of subject listings are currently available. The following section covers those which the committee feels are currently useful:

REFERENCE BOOKS

Crawley's Ohio Municipal Law. Banks-Baldwin: Cleveland, Oh. 3 v. (similar legal texts are available in other states).

Hudson, B. Metropolitan Communities: A Bibliography with special emphasis upon government and politics 1952-70.

Michalak, T. J., ed. Reform of local government structures in the U.S., 1945-1971. (Microfiche package of accompanying documents).

Both available from Johnson Associates, Greenwich, Conn.

Municipal Yearbook. International City Management Association, Washington, D.C. 1934-

U.S. Bureau of the Census. Checklist of Basic Municipal Documents. Washington, U.S. Government Printing Office, 1948. (C 3.145:no.27).

U.S. Bureau of the Census. County and City Data Book. Washington, U.S. Government Printing Office. 1949-

U.S. Bureau of the Census. Directory of Federal Statistics for Local Areas. Washington, U.S. Government Printing Office, 1966. (C 3.6/2:St 2/2).

U.S. Bureau of the Census. Directory of Non-federal Statistics for State and Local Areas. Washington, U.S. Government Printing Office, 1967. (C3.6/2:St2/4).

U.S. Works Progress Administration. American Imprints Inventory. Washington, U.S. Government Printing Office, 1937-42.

*Citations to state publications of municipalities are listed in Heron and Aluri "Municipal Publications..." SEE BELOW.

INDEXES AND ABSTRACTS

Index to Current Urban Documents (quarterly)..Westport, Conn.,Greenwood Press. v.1- July/Oct. 1972- (Also available with Microfiche Program Urban Documents).

Index to Municipal League Publications. National League of Cities--U.S. Conference of Mayors.

Public Affairs Information Service (PAIS). New York Public Library. 1915-

Recent Publications on Governmental Problems. Chicago, Joint Reference Library, Center for Public Administration. 1932-

Sage Urban Studies Abstracts. Beverly Hills, Calif., Sage Publications. 1973-

U.S. Department of Housing and Urban Development. Housing and Planning References. Washington, U.S. Government Printing Office. New series no. 1- 1965-

U.S. Department of Transportation. Urban Transportation: Current Literature. Washington, U.S. Government Printing Office.

U.S. National Technical Information Service. Government Reports Announcement and Index, and its predecessors. 1946-

Urban Affairs Abstracts. National League of Cities--U.S. Conference of Mayors. 1971-

Urban Affairs Reporter. New York, Commerce Clearing House.

Urban Data Service Report. Washington, International City Management Association. 1969-

CHECKLISTS

Checklist of Publications issued by the City of Chicago. Chicago Municipal Reference Library. 1936-

Cog Wheel. Metropolitan Washington Council of Governments, Washington, D.C.

MIRA. Municipal Reference Library, Albequerque, New Mexico.

MRL Bulletin. Municipal Reference Library, Detroit, Michigan.

Municipal Library Bookshelf. Municipal Reference Library, Cincinnati, Ohio.

Municipal Reference Library Notes. New York Public Library. 1925-1972; 1975-

Recent Additions. Legislative Reference Bureau, Milwaukee, Wisconsin.

Recent Additions. Los Angeles Municipal Reference Library.

Recent Additions. Municipal Reference Library, Seattle, Washington.

Select Publications. Municipal Reference Library, Minneapolis, Minnesota.

PERIODICALS

American City (Monthly) Buttenheim Publishing Company. 1909-

American County (Monthly) National Association of Counties. 1963-

City (bi-monthly) City Inc. 1967-1972.

The Mayor (Semi-monthly) U.S. Conference of Mayors. 1934-

Mayor and Manager (bi-monthly) Jefferson Publication Inc.

Nation's Cities (Monthly) National League of Cities. 1963-

National Civic Review (Monthly) National Municipal League. 1911-

Public Administration Review (bi-monthly) American Society for Public Administration. 1940-

Public Management (Monthly) International City Management Association.

State Government News. Council of State Governments. 1958-

Urban Affairs Quarterly (Quarterly) Sage Publications Inc. 1965-

BIBLIOGRAPHIC CONTROL

Childs, J.B. "Bibliographic Control of Federal, State and Local documents" Library Trends 15: 11-26.

Fry, B.M. et. al. "A Research design for a comprehensive study of the use, bibliographic control and distribution of government publications. Indiana University. Graduate Library School, Research Center for Library and Information Science. Oct. 1970.

Gavryck, J. and Knapp, S. "State secrets made public: The Albany plan", LRTS 17: 82-94 (1973).

Gregory, R.W. "The Acquisition of local documents", ILL. Lib. 57: 278-9 (1975).

Heenan, T. "Classification of local publications", Sp. Lib. 65: 74-76 (1974).

Hilburger, M.J. "State of the Art: Bibliographic Control and Organization of Local documents", ILL Lib. 57: 269-71 (1975).

Powell, W.S., "Local material for reference--their acquisition and administration", Southeastern Libn. 11: 293-6 (1961).

Shannon, M.O. "For the Control of Municipal Documents", Sp. Lib. 61: 127-130 1970.

U.S. Department of Housing and Urban Development. Urban Vocabulary, U.S. G.P.O. (1971). HH 1.2: V85

REFERENCE

Benson, J. "Municipal Reference Library of Chicago", ILL. Lib. 41: 540-2 (1959).

Bockman, E. "The Exchange of Local Government Documents", Municipal Reference Library Notes (NYPL) 34: 333-6 (1960).

_____ "Municipal Reference Libraries", Lib. J. 87: 1545-7 (1962).

Grayson, L. "Urban documentation: its nature and purpose", J. Libnshp. 7: 229-51 (1975).

Hall, D. "Milwaukee's Municipal Reference Library; at the call of City Hall", Wisc. Lib. Bull. 65: 93-4 (1969).

Hernon, P. "Municipal Publications: their collection and use in reference service", Sp. Lib. 64: 29-33 (1973).

_____ "The role of academic reference librarians concerning government publications; with special emphasis to municipal publications", Govt. Pub. R. 2: 351-5 (1975).

_____ and Aleui, R. "Municipal Publications: A Selective Bibliographic Guide of 153 Cities", Govt. Pub. R. 2: 127-165 (1975).

Hodgson, J.G., comp. "The Official Publications of American Counties." Fort Collins, Colo., 1937.

Lewy, C.W. "Urban documents as reference tools", Govt. Pub. R. 1: 269-275 (1974) and ILL. Lib. 57: 292-7 (1975).

Pinkney, G. "So you want to start a Municipal reference library", (Detroit) Sp. Lib. 64: 378-380 (1973).

Radmacher, M. "What is a local document? Why should Libraries collect them?" ILL. Lib. 57: 248-250 (1975).

Schwab, B. "Madison-Dane County Municipal Reference Service", Govt. Pub. R. 2: 357-8 (1975).

Shannon, M.O. "For the control of Municipal documents", Sp. Lib. 16: 127-130, March 1970.

"Municipal Reference Libraries", Munic. Ref. Lib. Notes (NYPL) 34: 125-8 (1959).

"New York City Municipal Reference Library, 50th Anniversary 1913-1963", Munic. Ref. Lib. Notes 37: 58-78 (1963).

"Public Access to information: research study", Northwestern Univ. Law Rev. 69. (entire issue).

ASSOCIATIONS

American Society for Public Administration

American Society of Planning Officials

Council of Planning Librarians

International City Management Association

National Association of Counties

National League of Cities--U.S. Conference of Mayors

National Municipal League

National Urban Coalition

STATE DOCUMENTS

A wealth of information is available in state documents if one knows where to look. Although the concerns of state documents are more limited in subject content and affect a smaller user population than federal documents, they often provide the only source of information adaptable for that level of government. State publications familarize citizens with areas such as traffic, environmental concerns, health facilities and education.

Access to state documents is severely handicapped. A lack of state laws to guarantee their distribution, the limited number of copies printed, mixtures of collections policies, all complicate the problems of obtaining state documents. Considerable attention to state produced checklists of publications has resulted in improved citation and improved availability of state publications. Yet too few states still fail to provide comprehensive indexing and still fewer, annual checklists.

Innovations in micropublishing provide improved options for making state publications more readily available. However, prohibitive cost of state documents in microforms contributes substantial budgetary problems.

Variations in classification schemes and arrangements preclude direct citations for bibliographic control, reference, and interlibrary loan.

As states increase their participation in executing federal agency programs, their responsibility for providing definations of government will increase. This specialized function promises increased demand for state publications and could possibly result in development of a more acceptable bibliographic control pattern for all state publications.

EARLY RECORDS OF STATE DOCUMENTS

Bowker, R.R. State Publications; A Provisional List of the Official Publications of the Several States of the U. S. from their Organization. New York, Publisher's Weekly, 1899-1909. 4 v.

Hasse, Adelaide R. Index of the Economic Material in the Documents of the States of the United States. Washington, D.C., Carnegie Institution, 1907-22. 16 v.

Jenkins, W. S. A Guide to the Microfilm Collection of Early State Records. Washington, D.C., Library of Congress, 1951.

Jenkins, W. S., comp. Collected Public Documents of the States, a Checklist. Boston, National Association of State Libraries, 1947.

Jenkins, W.S. "Records of the States of the United States: A microfilm compilation." UNESCO Bulletin for Libraries 19: 68-72. March-April 1965.

MacDonald, Grace E., comp. Checklist of Legislative Journals of the States of the United States. National Association of State Libraries, 1938.
Jenkins, W.S. Supplement 1942. 1943.
Pullen, W.R. Supplement 1937-1955. Chicago, American Library Association, 1955.

MacDonald, Grace E., comp. Checklist of Statutes of States of the United States of America, including Revisions, Compilations, Digests, Codes and Indexes. Providence, The Oxford Press, 1937.

STATE GOVERNMENT, LAWS AND LEGISTATION

"State and Federal Legislation", Library Trends October 1970 (Entire issue).

Graves, W.B., Norman J. Small and E. Foster Dowell, comp. American State Government and Administration: A State by State Bibliography of Significant, General and Specific Works. Chicago: The Council of State Governments, 1949.

Tompkins, D.L.C. State Government and Administration; a Bibliography. Berkeley: Bureau of Public Administration, University of California, 1955.

INTRODUCTORY READINGS

Blasingame, Ralph, "The Public Documents of the States: Their Collection, Listing, Distribution and Value," Proceedings of the Second Assembly of State Librarians, Nov. 16-18, 1960. Washington, D.C.: Library of Congress, 1961.

Book of the States. Lexington, Ky.: Council of State Governments. 1935-

Clarke, J.A. "State Manuals, a Potpourri of Information", RQ 12: 186-188. Winter 1972.

Documents to the People (DTTP) Chicago: Government Documents Round Table, American Library Association, 1973-

Hernon, Peter, "State Publications: a Bibliographic Guide for Reference Collections", Lib. J. 99 (2810-19) Nov. 1, 1974.

Kessler, R. R.,Jr. "State Documents, an Expanding Resource", Southeastern Librarian 21 (172-75) Fall 1971.

Press, Charles and William Oliver, State Manuals, Bluebooks, and Election Results. Berkeley: Institute of Government Studies, University of California, 1962.

Seals, Charles, "State Documents", RQ 10 (49-52) Fall 1970.

"State Documents", Illinois Libraries 54 (401-443) June 1972.

Weech, Terry L., "The Characteristics of State Government Publications, 1910-1969", Government Publication Review 1 (29-51) Fall 1973.

MANUALS AND GUIDES

American Association of State Libraries, Survey and Standards Committee. Standards for Library Functions at the State Level. 1963 rev. ed. Chicago: American Library Association, 1970.

California. State Library. California State Publications Manual for Acquisitions, Processing, Use. Sacramento, Calif., State Library, 1961.

Carmack, Robert. Report of the Interm Public Documents Study Committee. Pierre, S.D., 1972.

Casey, Genevieve M. Management and Use of State Documents in Indiana. Bloomington, In., 1970.

Parish, David W., State Government Reference Publications: an Annotated Bibliography. Littleton, Colo., Libraries Unlimited, Inc., 1974.

Wilcox, Jerome K., ed. Manual on the Use of State Publications. Chicago: American Library Association, 1940.

SELECTION AND ACQUISITION

Accession List. University of Calif. (Berkeley), Institute of Government Studies Library

Accessions List. U. S. Advisory Commission on Intergovernmental Relations.

Child, J.B., "Bibliographic Control of Federal, State, and Local Documents", Library Trends 15 (6-26) July 1966.

Cooke, F.G., "State Manual Procurement Guide", Special Libraries 62 (88-93) Feb. 1971.

"Current Checklist of State Publications", Barbara Nelson, comp. Government Publication Review 1 (295-301) March 1974.

Hernon, Peter, "State Publications: a Bibliographic Guide for Reference Collections", Library Journal 99: 19 (2810-2819) Nov. 1, 1974.

Hotalong, Donald O., "State Manual Procurement Guide", Special Libraries 54 (206-209) April 1973.

Lane, Margaret T., "Acquisitions of State Documents", Law Library Journal 63 (92-99) Feb. 1970.

Legislative Research Checklist. Lexington, Kentucky: The Council of State Governments, 1959-

Littlewood, John M., "Current Checklist of State Publications", Illinois Libraries 54 (439-442) June 1972.

Monthly Checklist of State Publications. Washington, D.C.: U. S. Government Printing Office, 1910-

Public Affairs Information Service Bulletin. New York: Public Affairs Information Services, Inc., 1915-

Recent Publications on Governmental Problems. Chicago: Joint Reference Library, Center for Public Administration, 1932-

State Blue Books and Reference Publications: a Selected Bibliography. Rev. and annotated ed. Lexington, Ky.: The Council of State Governments, 1974.

State Report on State and Local Government Finance. Washington, D.C.: U. S. Govt. Printing Office, 1973. (Census of Government. 1972, v.6, no.2)

Statistical Abstract of the United States. Washington, D.C.: U. S. Govt. Printing Office, 1879-

Van Horne, Elizabeth R., "State Documents: Their Acquisition and Use", Kentucky Library Association Bulletin 31 (9-15) April 1967.

Wilcox, J. K., "The Acquisition of Government Publications", Library Trends 3 (403-413) April 1955.

CHECKLISTS OF STATE PUBLICATIONS*

Alabama. None received

Alaska. State publications received. Annual. 1965-

Arizona. Annual checklist of publications of the state of Arizona received. Annual. 1962/62 -

Arkansas. Checklist of Arkansas state publications received. Semi-annual. Jan. 1943 -

California. California state publications. Monthly, annual cumulation. July-Sept. 1974 -
(complied by State Library)

Colorado. Colorado checklist. Quarterly, Oct.-Dec. 1964-1970; Monthly. Jan. 1971-April 1972. (Temporarily discontinued)

Connecticut. Checklist of publications of Connecticut state agencies received. Quarterly. 1964-1969. Monthly. Jan. 1970 -

Delaware. Accessions list. Quarterly. Oct. 1951-July 1971; semi-annual, Dec. 1971 -

Florida. Florida public documents. Monthly, annual cumulation. Feb. 1968 -

Georgia. Checklist of official publications of the state of Georgia. Quarterly, Jan. 1948 -

Hawaii. Hawaii documents. Bi-monthly, annual cumulation. Jan. 1967-Oct. 1969; cumulative index (edition), 1969-71 -

Idaho. Checklist of Idaho publications. In "Idaho Librarian", April issue. Annual. 1964 -
(Idaho Library Association) $5/yr; $1.75 single issue

Illinois. Illinois documents list. (Shipping list to depositories.) Semi-monthly. 1968 -

Publications of the state of Illinois. Semi-annual. July 1961 -

Indiana. Indiana documents received. In "Library Occurrent." Quarterly. April 1906 -

Iowa. Iowa documents. Quarterly, cumulating for year. 1956 -

Kansas. Checklist of official publications of the state of Kansas received. Irregular. May-Oct. 1953 -

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*Nelson, Barbara, comp. "Current Checklist of State Publications" 1974

Kentucky. Checklist of Kentucky state publications. Annual. 1962 -

Monthly checklist of Kentucky state publications; publications received. Monthly. April 1973 -

Louisiana. State of Louisiana public documents. Semi-annual. 1949 - Quinquennial cumulation issued as: Official publications; list of public documents of Louisiana, (years).

Maine. Checklist of state of Maine publications received. Quarterly. 1941 -

Maryland. Maryland state documents received. Monthly, biennial cumulation. July 1969 -

Maryland state documents. In "The Crab." Bi-monthly. Aug. 1971 - $3/yr.

Massachusetts. Commonwealth of Massachusetts publications received. Monthly. Jan. 1962 -

Massachusetts material. Monthly 19 -

Massachusetts executive department publications. Annual 1962 -

Michigan. Michigan documents. Quarterly, cumulating for year. July-Sept. 1952 -

Minnesota. Minnesota state documents received. Quarterly. 1970 -

Minnesota state publications. (Short price list only.) Irregular. 1957 -

Minnesota miscellaneous checklist. Annual. 19 -

Mississippi. Public documents of the state of Mississippi. Semi-annual. July-Dec. 1966 -

Missouri. Missouri state government publications. Bi-monthly. Jan.-Feb. 1972 -

Montana. State documents in the Montana state library. Annual. Dec. 1971 -

Weekly list of Montana state publications received. (Shipping list to depositories.) Weekly. 19 -

Nebraska. Nebraska state publications checklist; abstracts. Monthly. (Feb) 1973 -

--- Index. Monthly, cumulating for year. (Feb.) 1973 -

Guide to Nebraska state agencies (state agency classification schedule). (Feb.) 1973. 30 p.

Nevada. Nevada official publications. Monthly, annual index cumulation. March 1953 -

New Hampshire. Checklist of New Hampshire state departments' publications. Biennial. 1942-44 -

New Jersey. Checklist of official New Jersey publications. Bi-monthly. July 1965 -

New Mexico. Publications of New Mexico state agencies. Biennial. 1968. $1.50.

Monthly publications list. Monthly. 19 - $6/yr.

New York. A Checklist of official publications of the state of New York. Monthly, Annual cumulation. 1947 -

North Carolina. North Carolina publications; a checklist of official state publications. Bi-monthly. Aug.-Sept. 1952 -

North Dakota. North Dakota state publications. Semi-annual. 1965 -

Ohio. Ohio documents; a list of publications of state departments. Quarterly, cumulating for year. 1971 -

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Same, 5th series: Documentary history of United States of America from Declaration of Independence, July 4, 1776, to definitive treaty of peace with Great Britain, Sept. 3, 1783; by Peter Force. M. St. Clair Clarke and Peter Force, Washington, 1848-1853. 3v. Z 1.1 5/1-3

American state papers: documents, legislative and executive, of the Congress of the United States. Washington, 1832-1861. 38v. 01-038

This series contains the most important executive and legislative documents of the U.S. Selected by the Secretary of the Senate and the Clerk of the House. A period commencing with 1789 and ending with the dates varying from 1823 to 1838 is covered. The series is arranged in ten classes: Class 1, Foreign relations, 6v.; Class 2, Indian Affairs, 2v.; Class 3, Finance, 5v.; Class 4, Commerce and navigation, 2v.; Class 5, Military affairs 7v.; Class 6, Naval affairs, 4v.; Class 7, Post-Office department, 1v., Class 8, Public lands, 8v.; Class 9, Claims, 1v.; Class 10, Miscellaneous, 2v.

Journals of the Continental Congress, 1774-1789. Edited from original records in the Library of Congress. 1904-1937. 34v. LC4.5 1-34

The most complete edition of the Journals is this set which was edited from the original manuscript and published by the Manuscript Division of the Library of Congress. A reprint which includes much illustrative material in the form of bibliographic and other notes. It also contains the Secret Journals (listed below) inserted in their propoer chronological order.

Secret journals of acts and proceedings of Congress, from first meeting thereof to dissolution of Confederation by adoption of Constitution of United States, published conformably to resolution of March 27, 1818, and April 21, 1821. Boston, Thomas B. Wait, 1820-1821.

Sometimes known as the Secret Journals of the Congress of the Confederation, this publication was supposedly edited by John Quincy Adams, Secretary of State. Volume 1 contains domestic affairs, and history of confederation. Volumes 2-4 contain the papers on foreign affairs.

*Case Western Reserve University

Congressional Publications

JOURNALS

"Each House shall keep a Journal of its Proceedings and from time to time publish the same,excepting such Parts as may in their Judgment require Secrecy; and the yeas and nays of the Members either House on any question shall, at the Desire of one fifth of those Present, be entered on the Journal." --Article I, Section 5, paragraph 3 Constitution of the United States

The proceedings of Congress were not officially recorded for many years. It was only in 1873 that the Congressional Record was established as a publication of that body. Earlier, reporters and publishers had taken notes and published sketches of the more important debates.

U.S. CONGRESS RECORDS OF DEBATES

Annals of Congress, 1789-1827. Washington, 1834-1856. 42v.

Register of Debates in Congress, 1824-1837. Washington, 1825-1837. 14v.

Congressional Globe, 1833-1873. Washington, 1834-1873. 46v. in 109 parts.

Congressional Record, 1873- Washington, 1874

SERIAL SET

The documents and reports (and earlier also executive documents and reports) are collected, at the end of a session, into bound volumes variously called the Congressional Set, the Sheepskin Set, the Serial Set. Volumes are numbered consecutively beginning with the 1st Congress, 1817.

All the other publications of the Congress have evolved in the transaction of their business.

The Houses publish separately their Journals, bills, documents, reports, legislative calendars. The Senate, by virtue of its special duties, needs further outlets. The Senate Executive Journal, Executive Documents and Executive Reports reveal their "advise and consent" in ratifying treaties and confirming appointments.

The Committees of both houses also publish hearings and Committee Prints. Some of them make available their own legislative calendars.

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Greely, Gen. A.W. Public Documents of the First to the Fourteenth Congress; Supplemented by a Bibliographical List of all Official Journals, Documents and Reports of the First Fourteen Congresses 1789-1817.

Greely, Gen. A.W. Public Documents of the First Fourteen Congresses /1789-1819/ /A Supplement to the original work/ American Historical Association, Annual Report, v.1, 1903, p. 343-406.

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Bills, Resolutions, Joint Resolutions, Concurrent Resolutions

Slip Laws

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U.S. Congress. House. Calendars and History of Legislation.

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U.S. Congress. Senate. Senate Calendar.

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See Checklist for early indexes to the laws.

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Beaman, Middleton G. and McNamara, A.K. Index Analysis of the Federal Statutes (General and Public Law), 178 -1873, Together With a Table of Repeals and Amendments. Washington, U.S. Govt. Print. Off., 1911.

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Statutes at Large --each volume has its own index.

Monthly Catalog of United States Government Publications--laws are indexed under related subjects

Administrative Regulations - Comprehensive

Federal Register - March 14, 1936-

Agencies originate regulations to enforce or to administer laws as passed by Congress (or by Executive Order, or by inter-agency changes) or to implement laws or regulations previously set out. In addition, they now publish notice of intention to promulgate changes. These regulations are published daily (except for Sunday and legal holidays) in the FEDERAL REGISTER. A brief listing of Highlights appears on the front cover. The Table of Contents is also a subject-agency index. A list of CFR Parts Affected at the front of the text is a guide to the material concerning regulations. A Cumulated List of CFR Parts Affected appears daily, with the final issue giving all parts affected that month.

The section Rules and Regulations gives information on those regulations that are adopted. The section Proposed Rules gives interested persons the opportunity to participate in the rule making process.

The section Notices contains materials other than rules and the announcements of proposed rules of interest to the public. It announces hearings and investigations, committee meetings and decisions as well as other documents.

Cumulative List of CFR Sections Affected

Code of Federal Regulations (CFR) June 1, 1938-

This has somewhat the same relation to the Federal Register as the United States Code has to the Statutes at Large. It incorporates only those rules actually in force at the time of its appearance. It is necessary to consult the Federal Register List of Parts Affected for rules after the codification.

Each executive agency is required to furnish a complete compilation of all documents issued or promulgated prior to date required to be published in the Federal Register, still in force and relied upon as authority for, or involved or used by it in the discharge of, any of its functions or activities.

Administrative committee to determine which documents of the President had general applicability and legal effect and to publish these in a special or supplemental edition of the Federal Register.

The Federal Register and Code of Federal Regulations are by law prima facie evidence of the text of the original documents and are required to be judicially noticed.

Federal Administrative Opinions and Decisions, and Court Decisions

Administrative Opinions and Decisions

Official Opinions of the Attorneys General. J1.5:

Treasury Decisions under Customs and other laws. T1.11/2:

Federal Trade Commission Decisions, Findings, Orders and Stipulations. FT1.11:

Decisions and Orders of the National Labor Relations Board. LR1.8:

Administrative Decisions under Immigration and Nationality Laws. J21.11:

Court Decisions

Cases Decided in the Court of Claims of the United States. Ju3.9

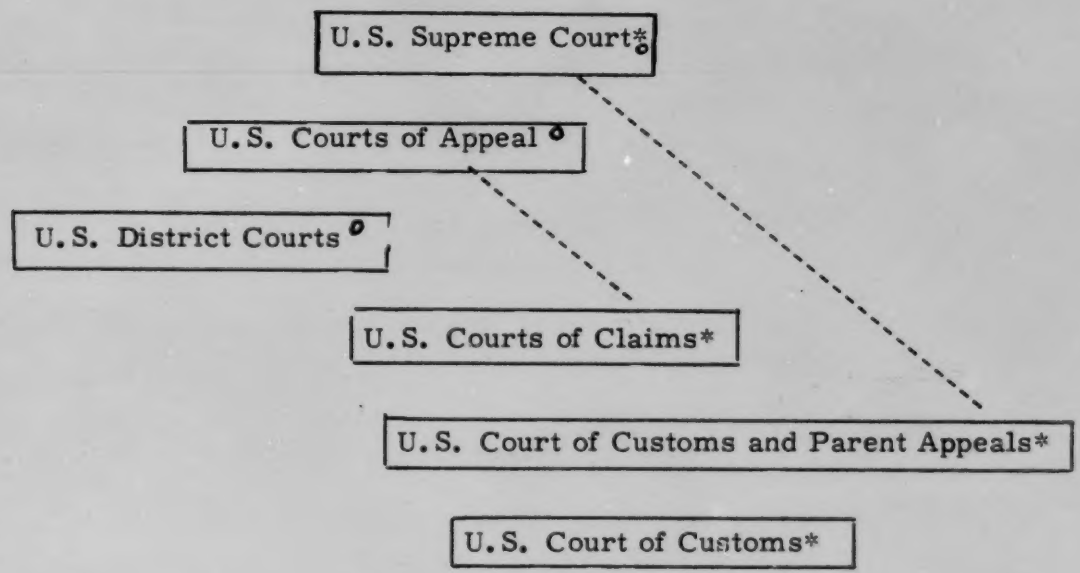
Reports of Cases Adjudged in the Court of Customs and Patent Appeals. Ju7.5

Reports of the Tax Court. Jul1.7:

United States Customs Court Reports. Ju9.5

United States Reports. Ju6.8

Court Organization Chart


U.S. Supreme Court*
U.S. Courts of Appeal o
U.S. District Courts o
U.S. Courts of Claims*
U.S. Court of Customs and Parent Appeals*
U.S. Court of Customs*

Current Publications

1. U.S. Supreme Court:
   a) U.S. Reports*
   b) U.S. Supreme Court Reports (Lawyers' Edition)o
   c) Supreme Court Reports (West)o
   d) U.S. Law Week (Bureau of National Affairs)o
   e) U.S. Supreme Court Bulletin (Commerce Clearing House)o
2. U.S. Courts of Appeal: Federal Reporter (West)o
3. U.S. District Courts: Federal Supplement (West)o
4. U.S. Court of Claims: Cases Decided in the Court of Claims*
5. U.S. Court of Customs and Patent Appeals. Reports.*
6. U.S. Customs Court. Reports.*
7. Tax Court of the United States. Reports.* (A quasi-judicial tribunal)
8. Military Courts. (quasi-judicial tribunals administratively in the Department of Defense):
   a) Court-Martial Reports+
   b) U.S. Court of Military Appeals+

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* Courts which issue official reports

o The decisions of these courts are collected in commercial publications.

\+ SuDocs class numbers assigned but published by Lawyers Cooperative Pub. Co.

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Government Published
Indexes and Lists to Congressional Hearings

Y1.2
H35 U.S. Congress, House. Library. Index to Congressional Committee Hearings in the Library of the United States House of Representatives Prior to January 1, 1951.

___. Supplemental Index to Congressional Committee Hearings, January 3, 1949 to January 3, 1955; 81st, 82d, 83d Congresses...

___. A New Supplement Covering the 81st Congress (1949) Through the the 90th Congress was scheduled for publication in 1972, but was not issued as of 1976.

Y1.3
H35[2] U.S. Congress. Senate. Library. Cumulative Index of Congressional Committee Hearings (Not Confidential In Character) Prior to January 3, 1935 in the U.S. Senate Library.

___. Cumulative Index of Congressional Hearings from 74th Congress (January 3, 1935) Through the 85th Congress (January 3, 1959).

___. Quadrennial Supplement from the 86th Congress (January 7, 1959) Through the 87th Congress (January 3, 1963).

___. Quadrennial Supplement From the 88th Congress (January 3,1963) Through the 89th Congress (January 3, 1967).

___. Quadrennial Supplement From the 90th Congress (January 18, 1967) Through the 91stCongress (January 2, 1971).

___. Supplement. Interim. 1971-72. 1975.

LC14.6 U.S. Library of Congress. Legislative Reference Service. Digest of Public General Bills and Resolutions. 74th Congress, 2d Sess.- 1936-

Documents Catalog. (See under main entry of the Committee. Secondary entry- subject, then name of Committee)

Thomen, Ordell. Supplement to the Index of Congressional Committee Hearings Prior to January 3, 1935. U.S. Library of Congress.

GP3.8 U.S. Govt. Print. Office. Monthly Catalog of United States Government Publications. Title varies. Hearings are arranged under Committees. Indexing is by Committee and under subject.

Slip laws. (Hearings are included in the history of legislative action).

U.S. Congress. House and Senate Reports. Usually provide notation for hearings held on the bill being reported.

Checklist of United States Public Documents, 1789-1909. Some few of the early hearings are listed under the name of the Committee.

Y1.2^2 U.S. Congress. House of Representatives. Legislative Calendar. Calendars of United States House of Representatives and history of legislation. (Daily when House is in session). Cumulative.

Y4. + cutter Assigned number for each Committee that maintains a written calendar (Cumulative; may be published irregularly).

Y1.3^3 U.S. Congress. Senate of the United States. Calendar of Business. (Daily when Senate is in session). (Actually, the House calendar also indexes the Senate calendar)

Y1.3^2 U.S. Congress. Senate of the United States. Executive Calendar. (Daily when Senate is in session).

Trade Publications and Notices to Congressional Hearings

Andriot, Jeanne K. Checklist and Index of Congressional Hearings, 1958-1960.

Bernan Associates. Checklist of Congressional Hearings, 1971-

CIS Highlights (Complements its CIS/Index). 1970-

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Congressional Information Service. CIS/Index. 91st Cong.- 1970-

PAIS Bulletin /Public Affairs Information Service Bulletin/ 1917-

Abstracting and Indexing Services *

This listing of abstracting and indexing services makes no claim to being complete or up-to-date. Few notes of little changes appear, and only occasional reference indicates that a publication has ceased. Issuing agencies are notidentified, but are hinted at by the Superintendent of Documents classification number given.

S18.47	A.I.D. Research and Development Abstracts
HE20.3612/2	Abridged Index Medicus
C55.223	Abstracts of Earthquake Reports for United States (before no. 145, classed C55.417)
T22.10	Abstracts of Internal Revenue Service Laws In Force
I49.54	Abstracts of North American Geology
HH8.9	Abstracts of "701" Planning Reports
LC1.30/9	Accessions List: Bangladesh
LC1.30/7	Accessions List: Ceylon - Sri Lanka
LC1.30/8	Accessions List: Eastern Africa
LC1.30	Accessions List: India
LC1.30/5	Accessions List: Indonesia, Malaysia, Singapore and Brune
LC1.30/4	Accessions List: Israel
LC1.30/3	Accessions List: Middle East
LC1.30/6	Accessions List: Nepal
LC1.30/2	Accessions List: Pakistan
D10.8/2	AD Numerical Index to Title Announcement Bulletin
C37.15	Administration and Management, Current Literature
HE20.3359	Adult Development and Aging Abstracts
NAS1.21:7037	Aeronautical Engineering

*Compiled and reproduced courtesy Rebekah Harleston

NAS1.21:7011	Aerospace Medicine and Biology
EP4.11	Air Pollution Abstracts (U.S.) (formerly HE20.1303/3 NAPCA Abstract Bulletin)
D301.26/20	Air University Abstracts of Research Reports
D301.26/2	Air University Library Index to Military Periodicals
HE20.3811	Alcohol and Health Notes (formerly HE20.2428)
LC33.9	Antarctic Bibliography
HE20.1303/2	APTIC Bulletin
D201.15/2	Arctic Bibliography (earlier D1.22)
LC30.13	Army Medical Library Catalog (absorbed into National Library of Medicine Current Catalog)
LC2.10	Arms Control and Disarmament (Discontinued)
HE20.3312	Arthritis and Rheumatic Diseases Abstracts (Discontinued with vol. 6)
HE20.3311	Artifical Kidney Bibliography
A17.18	Bibliography of Agriculture, 1942-1969 (No longer published by USDA)
$T22.5^{5-8}$	Bulletin Index-Digest System (Internal Revenue Service)
HE20.2141/3	Bulletin of Suicidology
C56.222	Bureau of Census Catalog and Subject Guide, with monthly supplement (C56.222/2)
C1.24	Business Service Checklist
HE20.3160/4	Cancer Chemotherapy Abstracts
HE20.3159	Carcinogenesis Abstracts
HE20.3513/4	Cerebrovascular Bibliography
GS4.108	Code of Federal Regulations of the United States of America
C55.310/2	Commercial Fisheries Abstracts (title changed with vol. 26 to Marine Fisheries Abstracts)
Y3.J66/13	Communist Chinese Scientific Abstracts

NAS1.44	Computer Program Abstracts
HE20.2420	Crime and Delinquency Abstracts (discontinued 1972)
HE20.3617	Current Bibliography of Epidemiology
HE20.8209	DACAS, Drug Abuse Current Awareness System
X	Daily Digest, Congressional Record
D7.14	Department of Defense Index of Specifications and Standards
S18.33	Development Digest
He20.3310	Diabetes Literature Index, with annual index issue
LC14.6	Digest of General Public Bills and Resolutions
L2.99/2	Digest of Selected Health and Insurance Plans
L2.99	Digest of Selected Pension Plans
GA1.5/4	Digest of Published Decisions of Comptroller General of United States
TD5.21	Directives, publications and reports index
C41.11	Distribution Data Guide (title changed to Marketing Information Guide)
LC30.12	East European Accessions List (1951-1961)
C13.54	Electromagnetic Metrology
HE20.3309	Endocrinology Index
ER1.9	Energy Abstracts (formerly NSF-RANN Energy Abstracts)
C55.219/4	Environmental Satellite Imagery
HE20.3509	Epilepsy Abstracts
HE20.5111	Family Planning Digest
HE20.4009	FDA Clinical Experience Abstracts
Y3.T25:36	Fertilizer Abstracts
D7.8	Federal Item Identification Guides for Supply Cataloging
HE20.3209/2	Fibrinolysis, Thrombosis and Blood Clotting, Bibliography (title change to Hemostasis and Thrombosis, with v.11, no.2)

S1.126	Foreign Affairs Research Papers Available (by geographic area)	
	Foreign Production and Commercial Reports (later Index to Foreign Market Reports)	
C3.163/5	Foreign Social Science Bibliographic Series (P92, 1961-1967)	
HE20.3313	Gastroenterology Abstracts and Citations	
I49.43	Geophysical Abstracts (ceased 1971)	
C51.9/3	Government Reports Announcements (GRA)	Combined into one, 1975
C51.9	Government Reports Index (GRI)	
EP5.9	Health Aspects of Pesticides Abstract Bulletin	
TD2.13	Highway Planning Notes	
TD2.112	Highways, Current Literature	
TD8.10	Highway Safety Literature	
TD2.210	Highway Safety Literature and Indexes	
HH1.23/3	Housing and Planning References	
HE20.3610	Index Medicus with its cumulations	
HE20.3315	Index of Dermatology	
GS2.8/2	Index of Federal Specifications and Standards	
C21.5	Index of Patents	
L2.3	Index of Publications of the Bureau of Labor Standards	
C21.5/3	Index of Trademarks	
C57.110	Index to Foreign Market Reports (earlier Foreign Production and Commercial Reports)	
I66.15:L71	Index to Selected Outdoor Recreation Literature	
I28.42	International Coal Trade	
I19.61	Journal of Research of U.S. Geological Society	
Y1.	Legislative Calendars, United States Congress: House of Representatives, Senate, Committees	

C13.37/6	Liquefied Natural Gas Literature Survey
I28.5	List of Publications of Bureau of Mines
C55.310/2	Marine Fisheries Abstracts (formerly Commercial Fisheries Abstracts)
C41.11	Marketing Information Guide (ceased as a government publication)
HE20.2410	Mental Health Digest
HE17.113	Mental Retardation Abstracts (discontinued 1972)
I28.39	Mineral Trade Notes
HE20.3610	Monthly Bibliography of Medical Reviews
GP3.8	Monthly Catalog of United States Government Publications
LC30.9	Monthly Checklist of State Publications
FE1.17	Monthly Energy Review
HE20.1303/3	NAPCA Abstract Bulletin (later Air Pollution Abstracts EP4.11)
C30.4:460	National Bureau of Standards Catalog of Publications
HE20.3609/2	National Library of Medicine Current Catalog, cumulations
HE20.3609	National Library of Medicine, monthly
LC30.8	National Union Catalog
D2210.11	Naval Research Review
I28.5/2	New Publications, Bureau of Mines
I19.14/4	New Publications of Geological Survey
LC1.23/5	New Serial Titles, Classed Subject Arrangement
Y3.At7:16 changed to ER1.10	Nuclear Science Abstracts
Y3.At7:16-2 changed to ER1.10/2	Nuclear Science Abstracts, Indexes
GP3.7/2	Numerical List and Schedule of Volumes of Reports and Documents of Congress

EP1.21/6	ORD Publications Summary
D301.	ONR Research
D301.62	PACAF Basic Bibliographies
HE20.3511	Parkinson's Disease and Related Disorders
Y3.J66:13/	People's Republic of China Scientific Abstracts
CS1.62	Personnel Literature
EP5.9	Pesticides Abstracts
PrEx14.9	Pesticides Monitoring Journal
HE20.3360	Population and Reproduction Research Abstracts
HE20.3362/5	Population Sciences, Index of Biomedical Research
LC4.7	President's Papers Index Series
HE20.8109/2	Psychopharmacology Abstracts
FS2.13	Public Health Engineering Abstracts (ceased in 1968)
EP6.9	Radiation Data and Reports (beginning 1972) (earlier Radiological Health Data and Reports)
HE18.10 changed to HE19.210	Research in Education changed to Resources in Education
C46.26	Research Review
C13.44	Review of Selected U.S. Government Research and Development Reports
NAS1.9/4 and/5	Scientific and Technical Aerospace Reports (STAR and its cumulative index)
SE1.25/12	SEC News Digest
HE20.3616	Selected References on Environmental Quality As It Relates to Health
GP3.17	Selected United States Government Publications
I1.94/2	Selected Water Resources Abstracts
D4.12/2	Shock and Vibration Digest

HE20.7012	Smoking and Health Bulletin (supersedes Smoking and Health Bibliographical Bulletin)
I49.40/2	Sport Fishery Abstracts
	Statistical Abstract of the United States
EP1.21/4	Summaries of Foreign Government Environmental Reports
HE20.3613	Toxicology Bibliography
	U.S. Government Research Reports (GRA) U.S. Government Research and Development Reports Index (GRI) now combined
D101.47	United States Army Aviation Digest
I19.42	Water Resources Review
C51.9/6	Weekly Government Abstracts: Administration
C51.9/19	Weekly Goverment Abstracts: Agriculture and Food
C51.9/12	Weekly Government Abstracts: Behavior and Society
C51.9/13	Weekly Government Abstracts: Biomedical Technology and Engineering
C51.9/10	Weekly Government Abstracts: Building Technology
C51.9/17	Weekly Government Abstracts: Business and Economics
C51.9/20	Weekly Government Abstracts: Chemistry
C51.9/21	Weekly Government Abstracts: Civil and Structural Engineering
C51.9/8	Weekly Government Abstracts: Computers, Control and Information Theory
C51.9/22	Weekly Government Abstracts: Electrotechnology
C51.9/18	Weekly Government Abstracts: Energy
C51.9/5	Weekly Government Abstracts: Environmental Pollution and Control
C51.9/23	Weekly Government Abstracts: Governmental Inventions for Licensing
C51.9/16	Weekly Government Abstracts: Industrial and Mechanical Engineering
C51.9/7	Weekly Government Abstracts: Material Sciences

C51.9/24	Weekly Government Abstracts:	Medicine and Biology
C51.9/25	Weekly Government Abstracts:	Natural Resources
C51.9/26	Weekly Government Abstracts:	Ocean Technology and Engineering
C51.9/27	Weekly Government Abstracts:	Physics
C51.9/	Weekly Government Abstracts:	Transportation
C51.9/14	Weekly Government Abstracts:	Urban Technology
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Computer Data Bases and Government Publications

Government publications have been available on selected data bases for a number of years. Persons in medical, chemical and physical sciences were the first to take advantage of the possibilities of information storage and retrieval through mechanical manipulation, because these fields deal with precise and well defined ideas rather easily expressed in exact terms. Social sciences and the humanities tend to deal in the abstract. Thus it is that only recently has there been much attempt to develop computer-based systems for information retrieval or for bibliographical control.

Little has appeared in library literature on libraries and computers with special emphasis on retrieval of government related information. There were no references in the syllabi submitted on the subject.

Thus then, an attempt is made to compile information about this field of importance to the users of government information.

NAME OF DATA BASE: INTERNATIONAL LABOUR DOCUMENTATION

REQUENCY OF ISSUE: semi-monthly

TIME SPAN COVERED BY DATA BASE: from January 1965 to current

SUPPLIER: International Labour Office, Geneva, Switzerland

SUBJECT MATTER AND SCOPE: Labour, including manpower planning, industrial relations, vocational training, wages, discrimination, etc. Economic and social development and problems of developing countries.

NAME OF DATA BASE: NTIS (formerly GRA)

FREQUENCY OF ISSUE: semi-monthly

TIME SPAN COVERED BY DATA BASE: from Jan. 1964 to present

SUPPLIER: National Technical Information Service, Springfield, Virginia

SUBJECT MATTER AND SCOPE: Aeronautics; agriculture; astronomy and astrophysics; atmospheric sciences; behavioral and social sciences; biological and medical sciences; chemistry; earth sciences and oceanography; electronics and electrical engineering; energy conversion; materials; mathematical sciences; mechanical, industrial, civil, and marine engineering; methods and equipment; military sciences; missile technology; navigation; communications, detection and

countermeasures; nuclear sciences; ordinance; physics; propulsion and fuels; space technology

AVAILABILITY: SDC or Lockheed

NAME OF DATA BASE: SSIE

FREQUENCY OF ISSUE: Monthly

TIME SPAN COVERED BY DATA BASE: covers current year's work

SUPPLIER: Smithsonian Science Information Exchange

SUBJECT MATTER AND SCOPE: Research in progress in all areas of science. Designed to fill the prepublication information gap, SSIE's file covers on-going and recently completed work in the life and physical sciences for basic and applied research projects. Includes project information from Federal, state, and local governments.

AVAILABILITY: SDC

NAME OF DATA BASE: System 50--State Statute File

FREQUENCY OF ISSUE: annual

TIME SPAN COVERED BY DATA BASE: from beginning to current

SUPPLIER: Aspen Systems Corporation, Pittsburgh, Pa.

SUBJECT MATTER AND SCOPE: Statute files of 50 states in full text searchable form (not all states are current). Over one billion characters of data. Contains 50 per cent government reports and documents.

NAME OF DATA BASE: Nuclear Science Abstracts

FREQUENCY OF ISSUE: twice a month

TIME SPAN COVERED BY DATA BASE: from 1967 to current

SUPPLIER: Federal Energy Administration and Atomic Energy Commission, Technical Information Center, Oak Ridge, Tennessee

SUBJECT MATTER AND SCOPE: International literature of nuclear science and technology. Consists of 26 per cent government documents or reports.

NAME OF DATA BASE: International Nuclear Information System (INIS)

FREQUENCY OF ISSUE: monthly

TIME SPAN COVERED BY DATA BASE: from April 1970 to DATE

SUPPLIER: International Atomic Energy Agency, INIS Section

SUBJECT MATTER AND SCOPE: Peaceful uses of nuclear science and technology; physical sciences; chemistry; materials and earth sciences; isotopes, isotope and radiation applications; engineering and technology; other aspects of nuclear energy.

NAME OF DATA BASE: ASI

FREQUENCY OF ISSUE: Monthly

TIME SPAN COVERED BY DATA BASE: from January 1974 to present

SUPPLIER: Congressional Information Service

SUBJECT MATTER AND SCOPE: The ASI (American Statistical Index) data base contains the statistical publications of the U.S. government.

AVAILABILITY: SDC

NAME OF DATA BASE: CIS

FREQUENCY OF ISSUE: Monthly

TIME SPAN COVERED BY DATA BASE: From 1970 to present

SUPPLIER: Congressional Information Service

SUBJECT MATTER AND SCOPE: Working papers of the U.S. Congress. Covers all significant Congressional publications issued by nearly 300 House, Senate, and Joint committees and subcommittees, including: Committee Hearings (with a separate abstract for each item of individual testimony); Committee Prints; House and Senate Reports; House and Senate Documents; House and Senate Special Publications; Senate Executive Reports; Senate Executive Documents.

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INTERNATIONAL DOCUMENTS

In a shrinking world, we learn to live together peaceably. In the ancient world, conquering nations made great effort to absorb the heart and lives of their captives into a harmonious whole. Federations of strong entities came into being to discourage hostilities and to encourage profitable trade abroad and a reasonably high standard of living at home.

Modern technology has made every part of the world interdependent on every other part. The eighteenth century was the century that saw the rise of individualism, the demand for a chance that a man should be as much as he could be.

The twentieth century has seen global war and attempts at global peace. The League of Nations and the United Nations are the two great organizations whose purpose it is to upgrade the lives of the people of the world. They determined to make practical the ideal. They sought concrete ways in which to help improve the lives of people, and not just to pontificate on the glories of understanding.

Related and subordinated bodies have appeared to undertake given goals. Some are concerned with abstracts--human rights, status of women--but most deal with ways to improve the health, the environment, the economy.

Some intergovernmental groups are established to give military aid to each if aggression threatens. Some are for general economic cooperation, some for economic cooperation in certain specified areas.

Whatever, wherever, why ever they exist they can bring the world together as one. It becomes, then, all the more important that we learn of them and their activities.

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Savage, Katherine. The Story of the United Nations. New York, Walck, Inc.,1962.

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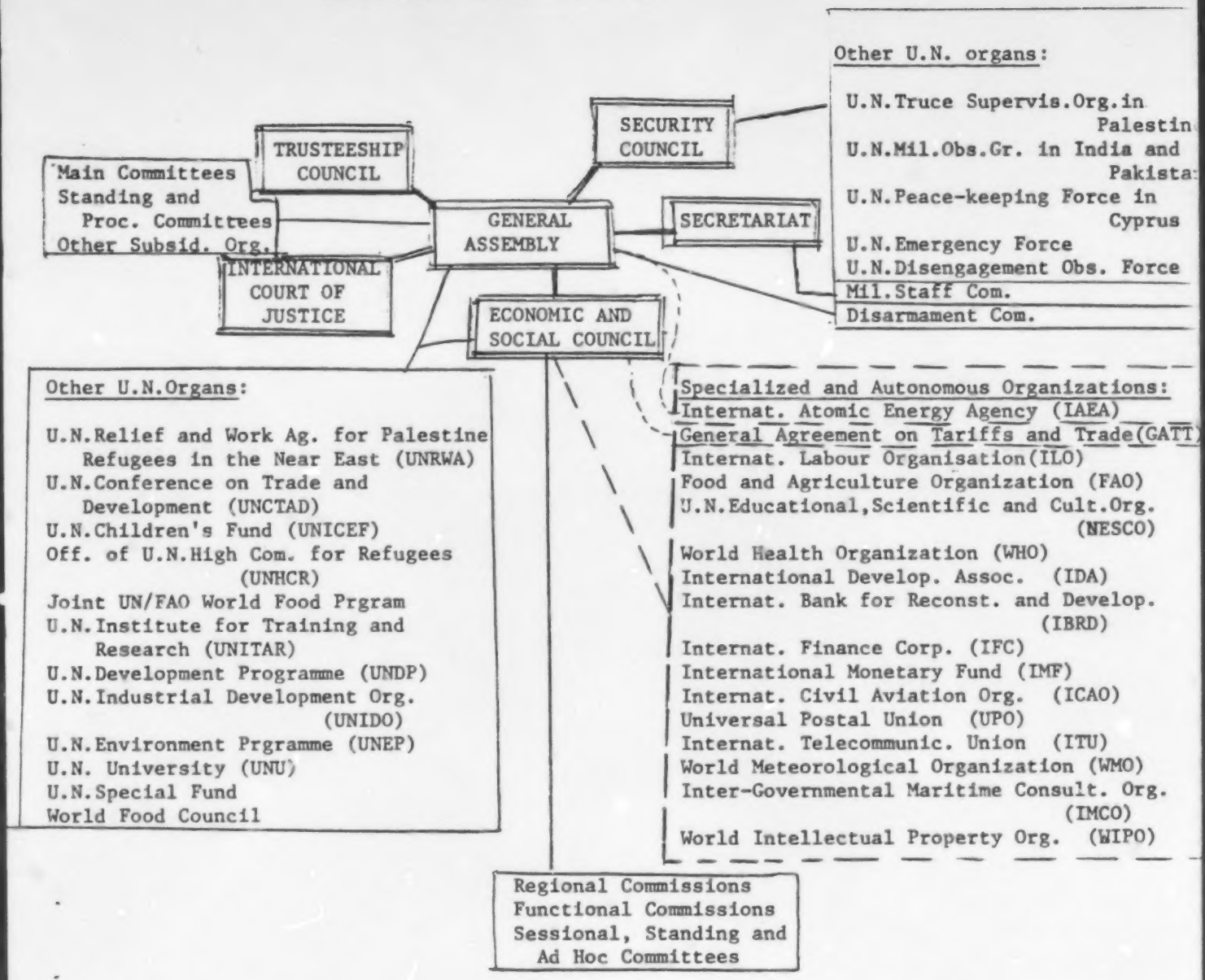
THE UNITED NATIONS SYSTEM



The Chart was adopted from U.N.Office of Public Information. Basic Facts About the United Nations, New York, United Nations, 1975.

Types of United Nations Documents

There are four basic types of U.N. publications: the memiographed documents, the "sales number" publications, periodicals, and Official Records.

1. Mimeographed documents. Except for periodicals and some Office of Information pamphlets almost all documents appear originally in mimeographed form. Many items, including important ones, are issued only in this form. Documents might be defined as records of meetings.
2. "Sales Number" publications. These may be characterized as reports of research and study in a variety of fields. The Sales number is the key to the subject category. The subject categories are as follows:

   I. General Publications (including Rules of procedure, office of public information pubs., Delegation handbooks)
   II. Economic questions
   III. Public health
   IV. Social questions
   V. International Law
   VI. Trusteeship; Non-self-governing territories
   VII. Political and security council affairs
   VIII. Transport and communications
   IX. Atomic energy
   X. International administration
   XI. Narcotic drugs
   XII. Education, science and culture
   XIII. Demography
   XIV. Human rights
   XV. Relief and rehabilitation
   XVI. Public finance and fiscal questions
   XVII. International statistics

3. Periodicals. The U.N. issues a number of periodicals each year. The Cumulative Checklist to the United Nations Documents Index annually lists them.
4. Official Records. The main bodies of the United Nations issue permanent official records of their work, by session and by organization.

   General Assembly. Official Records. January 10, 1946-
   Records of Plenary Meetings. They are arranged by agenda item, and present in each issue a list of documents included.
   Annexes. A seclection of printed reprints of mimeographed documents presenting the formal stand of a notion on a subject.
   Main Committees-named and numbered summary records.
   Supplements. Reports of various agencies to the General Assembly.
   Resolutions of the Assembly.

   Security Council. 1946-
   Official Records.
   Meetings. Summary records.
   Supplements. (like Annexes of the General Assembly)

Economic and Social Council. 1946-
Official Records

Meetings. Summary records.
Annexes (like those of the General Assembly)
Supplements. Various annual reports submitted to the Council.

Trusteeship Council. 1947-
Meetings. Summary records.
Annexes.
Supplements

United Nations Library

Dale, Doric C. The United Nations Library: Its Origin and Development. Chicago, American Library Association, 1970.

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Checklist of United Nations Documents, 1946-1949.

Monthly Sales Bulletin.

United Nations Books in Print, 1960.

United Nations. Official Records 1948-1962; a Reference Catalogue. 1963.

United Nations. Official Records 1962-1970. 1971.

United Nations Publications 1945-1966; a Reference Catalogue, 1967.

United Nations Publications 1964; a Reference Catalogue. 1965.

United Nations Indexes

Checklist of United Nations Documents.
This proposes to be a complete list of the documents issued by the organs of the United Nations, 1946-1949. It appears in separate parts, each one devoted to the documents of a particular agency. Begin in 1952, it is still incomplete.

Deardorff, John, comp. United Nations Economic and Social Council Index: Document Number Index to Material Located in the Official Records of the Economic and Social Council 1946-1964. Columbus, Ohio, Ohio State University Libraries, 1969.

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Index to Proceedings (formerly, Disposition of Agenda Items Index to Proceedings of the General Assembly)
Economic and Social Council
Security Council
Trusteeship Council

Index to Resolutions.
This series is to be an index to the resolutions of the organs of the United Nations, 1946-1970. It appears in separate parts, each one devoted to a particular agency.

UNDEX: United Nations Documents Index. 1970-
Computer-assisted index.
Series A: Subject Index
Series B: Country Index
Series C: List of Documents Issued. 1974-

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Brimmer, Brenda. A Guide to the Use of United Nations Documents. Dobbs Ferry, New York, Oceana Publications, 1962.

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United Nations: Some Major Publications

Economic Bulletin for Asia and the Far East

Economic Bulletin for Europe

Economic Bulletin for Latin America

Everyman's United Nations

Dag Hammarskjold Library Current Bibliographical Information. v.1,1971-

Demographic Yearbook. 1948-

International Social Science Journal

Monthly List of Books Cataloged in the Library of the United Nations. v.18, 1945-

Monthly List of Selected Articles. v.18, 1946-

New Publications in the Dag Hammarskjold Library

Population and Vital Statistics Report. 1949-

Report on the World Social Situation

Statistical Yearbook. 1948-

UN Monthly Chronicle. 1964-

United Nations Treaty Series

Yearbook on Human Rights

Yearbook of the United Nations. 1946/47-

World Economic Survey

Specialized Agencies of the United Nations

FAO-Food and Agricultural Organization of the United Nations, 1945-

Catalogue of FAO Publications, 1945-1962, biennial, and Recent FAO Publications. (Free on request).

GATT-Secretariat of the General Agreement on Tarriffs and Trade, 1948-

Requests for catalogues and lists of publications should be sent to the Information and Library Services of GATT

IAEA-International Atomic Energy Agency, 1957-

Publications in the Nuclear Sciences, 1964.
Send requests for additional lists to Director, Division of Scientific and Technical Information, IAEA

IBRD-International Bank for Reconstruction and Development ("World Bank")

Requests for sales catalogs should be sent to Johns Hopkins University Press, Baltimore, Md. 21218

ICAO-International Civil Aviation Organization, 1945-

Catalogue of salable publications, 1946-1961 and Supplements
ILO New Publications (Free on request)

IMCO-Inter-govenmental Maritime Consultative Organization, 1958-

List of sales publications (Free on request)

IMF-International Monetary Fund, 1945-

Send requests to the Secretary of IMF for lists.

ITU-International Telecommunication Union, 1865-

List of Publications is free on request, also see "List of recent and forthcoming publications" in Telecommunication Journal.

UNESCO-United Nations Educational, Scientific and Cultural Organization, 1946-

Current list of UNESCO Publications and leaflets free on request.

WHO-World Health Organization, 1947-

Catalogue of World Health Organization Publications free on request.

WMO-World Meteorological Organization, 1951-

Publications of the WMO free on request.

Selected International Organizations

OAS - Organization of American States

EEC - European Economic Community

OECD - Organization for Economic Cooperation and Development

Selected readings:

Childs, J.B."Current Bibliographical Control of International Intergovernmental Documents," Library Resources and Technical Services 10:319,330, Summer 1966.

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Pease, Mina, "The Plain 'J': A Documents Classifcation System", Library Resources and Technical Services, 16:315-325, Summer 1972.

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International Bibliography, Information, Documentation (IBID) 1973- Bowker/Unipub Quarterly.

Mason, John Brown. Research Resources; Annotated Guide to the Social Sciences. vol.2. Official Publications... Santa Barbara, American Bibliographical Center-Clio Press, 1971.

International Organizations (non-U.N.)

Arab League

Address: Midan Al Tahrir, Cairo, Egypt

Publishes: Annual report on progress in education, cultural matters and science

Specialized member agencies, addresses, and publications

Arab Labour Organization: 7 Midian, El Misaha, Cairo, Egypt

Publishes:

The Arab (monthly from London)
The Arab Case (monthly from Ottawa)
Arab Labour Review (quarterly)
Arab World (monthly from New York)
Bulletin (daily and every other week)(in Arabic in English)
News and Views (New York office)

Arab Postal Union: 28 Adly Street, Cairon, Egypt

Publishes: Bulletin (monthly)
Review (quarterly)
News (annually) and occasional studies

Arab States Broadcasting Union: 23 Kasr el Nil St. Cairo, Egypt

Publishes:
Arab Broadcasts (monthly, in Arabic)
ASBU Review (quarterly, in English)
Broadcasting Reviews and Researches (irreg.)
Broadcasting Reports (irreg.)

Arab Telecommunications Union: 83 Ramses St. Cairo, Egypt

Publishes: Economical Technical Studies
Arab Telecommunications Union Journal (quarterly)

Benelu 39 rue de la Regence, 1000 Brussels, Belgium

Publishes:
Benelux Bulletin
Benelux Tretes de Base
Economical and Statistical Bulletin (quarterly)
What is the signifcance of Benelux?
Yearly Budget Comparisons

Colombo Plan for Co-operative Economic Development in South and South-East Asia. 12 Melbourne Avenue P.O. Box 596. Colombo 4, Sri Lanka.

Publishes:
Annual Report of the Consultative Committee
Annual Report of the Council for Technical Cooperation
The Colombo Plan and How it works
The Colombo Plan Newsletter (monthly)
A Compendium of some Major Colombo Plan Assisted Projects in South and South-East Asia (rev. ed. 1972)
And Special Topic Reports

The Council of Europe: Avenue de l'Europe, 67006 Strasbourg, France

Publishes:
Forword in Europe (quarterly account of activities of Council)
Legal Co-operation in Europe (semi-annual)
Local and Regional Matters (semi-annual)
Catalog: Council of Europe, Catalogue of Publications (annual)

European Broadcasting Union: 1 rue de Varembe, Case Postale No. 193, 1211 Geneva 20, Switzerland

Publishes:
EBU Review (monthly in English and French) and legal and technical monographs

European Communities Commission: 200 rue de la Loi, 1040 Brussels, Belgium

Some publications:
Official Journal of the European Communities (3 times weekly)
Bulletin of the European Communities (monthly)
General Report of the Activities of the Communities (annual)
Report of the Results of the Business Surveys Carried out among Heads of Enterprises in the community (3 times a year)

Basic Statistics (annual)
General Statistics (monthly) Trade and Commerce

European Free Trade Association: 9-11 rue de Varembe, 1211 Geneva 20, Switzerland

Publishes:
EFTA Bulletin (monthly)
EFTA Trade (annually)
EFTA Annual Report

European Organization for Nuclear Research (CERN): 1211 Geneva 23, Switzerland

Publishes:

Annual Report
CERN Courier (monthly)
Scientific reports and Technical notebook series

European Organization for the Safety of Air Navigation - Eurocontrol. 72 rue de la Loi, 1040 Brussels, Belgium

Publications:

EUROCONTROL Review (bi-annual)
EUROCONTROL Aeronautical Information Publications (irreg.)

European Space Research Organization: 114 ave. Charles de Gaulle, 92522 Neuilly-Sur-Seine, France

Publications:

Annual Report
ASRP/ELDO Bulletin (quarterly)
ESRO Reports, special publications and contractor reports

Inter-American Development Bank (IDB): 808 17th St. N.W. Washington, D.C. 20577 USA

International Air Transport Association: 1155 Mansfield St. Montreal 113, Canada

Publications:

AGM Reports and Proceedings (English, French and Spanish)
World Air Transport Statistics (English)
IATA News Review (eight times a year in English)

International Association of Universities: 1 rue Miollis, 75732 Paris Cedex, 15, France

Some publications:

Bulletin of the International Association of Universities (quarterly, English and French)
International Handbook of Universities (every 3 years in English)
World List of Universities, Other Institutions of Higher Education, University Organizations (every 2 years, English and French).

International Confederation of Free Trade Unions: 37-41 rue Montagne aux Herbes Potageres, B-1000 Brussels, Belgium

Publications: in French, English and German
Free Labour World (monthly, official)
International Trade Union News (every 2 weeks)
Economic and Social Bulletin (every 2 months)

International Co-operative Alliance: 11 Upper Grosvenor St. London, XIX 9PA England

Publications:
Review of International Co-operation (bi-monthly)
Co-operative News Service (monthly)
Agricultural Co-operative Bulletin (monthly)
Consumer Affairs Bulletin (monthly)
Directory of Organisations Engaged in Co-operative Research
Reports of ICA Congresses
Statistics of Affiliated Organisations
Annual Statistical Summary
International Co-operation: reports of national organizations
Vocabulary of Co-operative terms: English, French, German, Spanish and Russian

Inter-Parliamentary Uion: Place du Petit-Saconnex, 1211 Geneva 26, Switzerland

Publications:
Inter-Parliamentary Bulletin
Constitutional and Parliamentary Information
Chronicle of Parliamentary Elections
Conference Proceedings

North Atlantic Treaty Organization: Brussels 1110, Belgium

NATO Review

Organisation Commune Africaine et Mauricienne (OCAM): B.P. 437 Yaunde, Cameroon

Publications:
Nations Nouvelles (quarterly)
Bulletin Statistique
Chronique Mesuelle

Organization for Economic Co-operation and Development (OECD): 2 rue Andre-Pascal 75775 Paris, Codex 16, France

Publications:
OECD Economic Outlook (semi-annual)
Economic Surveys by the OECD (an annual for each country).

Development Assistance Effects and Policies (annual)
Foreign Trade Statistics Bulletin (monthly)
Main Economic Indicators (monthly)
OECD Activities (monthly)
The OECD Observer (ever other month)

Organization of African Unity (OAU)

Publications Bureau: Maison de l'Afrique, P.O.B. 878, Nianey, Niger.

Some publications:
African Soils (three times yr.) English and French
Publications on scientific research and projects available from:
Scientific, Technical and Research Commission, Nigerian Ports Authority Building, P.M.B., 2359, Mariana, Logos, Nigera

Organization of American States (OAS): General Secretariat, Washington,D.C. 2006

Organization of Central American States. (ODECA) Oficina Centroamericana, Pino Alto, Paseo Escalion, San Salvador, El Salvador

Publications:
Boletin Informativo Laboral (quarterly)
Boletin Informativode Salud (quarterly)
Boletin Informativo de Educacion (quarterly)
Memoria (annual)

South Pacific Commission: Post Box D5, Noumea, New Caledonia

Publications:
South Pacific Bulletin
Annual Reports
Reports of SPC Technical Meetings
South Pacific Conference Proceedings
Statistical Bulletins, etc.

l'Union Douaniere et Economique de l'Afrique Centrale: B.P. 969, Bangui, Central African Republic

Publications:
Journal Official
Bulletin d'Information de l'UDEAC (3 times/yr.)

Western European Union: 9 Grosvenor Place, London, SW IX 7HL, England

Publications:
Proceedings of the WEU Assembly (English and French)

World Confederation of Labour: 50 rue Joseph 11, Brussels 1040, Belgium

Publications:

Labor Press and Information Bulletin (English, French, German, Dutch and Spanish)
Reports of Congresses

World Federation of Trade Unions: Nam Curieovych 1, Prague 1, Czechoslovakia

Publications:

World Trade Union Movement (monthly)
Flashes from the Trade Unions (weekly)

World Federation of United Nations Associations: Centre International, 3 rue de Varembe, 1211 Geneva 20, Switzerland

Publications:

Secretary-General's Newsletter (quarterly) English and French
Bulletin on the Special UN Programme for the Year (every other month)

New Zealand. National Archives. A Guide to the Dominion Archives. Wellington: Department of Internal Affairs, 1953. 27p. Earlier name of issuing body was Dominion Archives. Includes a bibliography and also contains a section on government publication.

New Zealand. National Archives. Parliamentary Inventory. No. 1--. Wellington Department of Internal Affairs, 1953--. A chronologically arranged annotated list of material dating from 1840. Contains mostly governmental archival publications.

New Zealand. Printing and Stationery Dept. Catalogue and Pricelist of New Zealand Government Official Publications Other Than Acts and Regulations. Wellington, 1950--. Issued every five years. Records of all material other than acts and regulations printed as government publications. Supplementary price-lists are issued for five years following the catalogue. A new catalogue is published following the five year supplements. Emtries by title.

France

Bibliographie de la France. Suppl. F., Publications Officielles, Sept, 1950. Paris: Cercel de la Libr., 1950-. Irreg. The fullest available list of official publications of France and the French Union. It includes national, local, and overseas government publications. Issued as a part of French National Bibliography. Annual Index.

Bibliographie Selective Des Publications Officielles Francaises. Paris: La Documentation Francaise, Editions du Secretariat General du Gouvernment, 1952-. Semimonthly. Consists of two sections: 1. Contains citations to many parliamentary and other documents. 2. Second section contains contents of various official periodicals. Annalytical annual index included.

Dampierre, Jacques de. Les Publications Officielles des Pouvoirs Publics: Etude Critique et Administrative. Paris: Picard, 1942. 628 p. Contains the official publications of France, and is very inclusive in descriptions of these publications. Also briefly notes the major countries of the world.

Germany

1. German Official Publications Before 1945

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Germany. Bundsrat. Sachregister zu den Protokollen und Drucksachen des Bundesraths Einschliesslich des Bundesraths des Zoll-und Handelsvereins fur die Jahre 1867 bis 1890. Bearbeitet im Reichsamt des Innern. Berlin: Reichsdruckerei, 1891. 230p.

Germany. Bundesrat. Sachregister zu den Protokollen und Drucksachen des Bundesraths fur die Jahre 1891 bis 1900. Bearbeitet im Reichsamte des Innern. Berlin: Reichsdruckerei, 1902. 109p.

Germany. Reichsministerium des Innern. Die Veroffentlichungsorgane des Deutschen Reichs und der Deutschen Lander Nebst den Laufenden Amtlichen Veroffentlichungen der Obersten Reichs-und der Reichsmittelbehorden. Berlin, 1925. 40p.

Germany, Reichstag. Generalregister zu den Stenographischen Berichten uber die Verhandlungen und den Amtlichen Drucksachen des Konststuirended Reichstages des Reichstages des Norddeutschen Bundes, des Deutschen Zollparlaments und des Deutschen Reichstages vom Jahre 1867 bis Einschliesslich der am 24. Mai 1895 Geschlossenen III. Session 1894-95. Nebst Anlagen: A. Ubersicht uber die Etatsverhandlungen; B. Namentliche Abstimmungen. Herausgegeben vom Reichstagsbureau. Berlin: Druck und Verlag der Norddeutschen Buckdruckerei und Verlags-Anstalt, 1896. 459, 135, 239p. Continued by sessional indexes.

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Liepzig. Deutsche Bucherei. Monatliches Verzeichnis der Reichsdeutschen Amtlichen Druckschriften. v.1-17, no.6, 1928-44. Berlin: Reichs-und Staatsverlag G.M.B.H., 1928-44. 17v. Monthly and annual indexes. Includes not only official and semi-official publications of the Federal government, but also those of the state governments (Austria from March 1938, Baden, Bavaria, Bremen, Brunswick, Hamburg, Hesse, Lippe, Mecklenburg, Oldenburg, and others.)

Neuburger, Otto. Official Publications of Present Day Germany: Government Corporate Organizations, and National Socialist Party; with an Outline of the Government Structure of Germany. Washington: Gov't Printing Off., 1943. 130p. At head of title: The Library of Congress. Originally prepared for the Public Committee meeting at the conference of American Library Assoc., San Francisco, June 1939. Contains lists and descriptions of the governmental and quasegovernmental publications of the administration of Nazi Germany.

Sass, Johann. Die Deutschen Weissbucher zur Auswartigen Politik, 1870-1917; Geschichte und Bibliographie. Berlin und Leipzig: W. de Gruyter, 1928. 224 p.

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1957, with Inclusion of Preceding Zonal Official Publications: a Survey. Washington: Library of Congress, Reference Dapartment, Serial Division, 1958. 2v. in 1. Describes the agencies and organization of the German Federal Republic. Includes lists of the Republic's publications. v.1, Bundeprasident-Bundesministerium der Justiz. v.2, Bundesministerium fur das Post-und Fernmeldewesen--Zonal period.

Deutsche Bibliographie. Verzeichnis Amtlicher Druckschriften. 1957/58-. Frankfurt: a.M., Buchhandler-Vereinigung, 1962-. Biennial. Lists government official publications including institutions, administrative and legislative bodies. Also contains publications of semi-official bodies of the German Federal Republic.

U.S. Library of Congress. References Department. Serial Division, 1960-61. German Democratic Republic Official Publications, 1945-1958. Washington, 1960-61. 4v. Classified arrangement according to the government structure. For limited reference circulation. Now available only in Microfilm.

Latin America

U.S. Library of Congress. A Guide to the Official Publications of the Other American Republics. James B. Childs, gen, ed. Washington: U.S. Gov't Print. Off., 1945-1949. 19v. This bibliographical series covers 19 republics of Latin America from the 19th century through 1946, and is the main guide to continuing publications of these governments. It includes general publications, legislative executive, judicial, and agency publications. Contents of volumes: 1. Argentina, 1945. 124p. 2. Bolivia, 1945. 66p. 3. Brazil, 1948(1949). 223p. 4. Chile, 1947. 94p. 5. Columbia,1948. 89p. 6. Costa Rica,1947. 92p. 7. Cuba,1945. 40p. 8. Dominicam Republic,1947. 40p. 9. Ecuador,1947. 56p. 10. El Salvador, 1947. 25p. 11. Guatemala,1947. 88p. 12. Haiti,1947. 25p. 13. Honduras,1947. 31p. 14. Nicaragua,1947. 33p. 15. Panama,1947. 34p. 16. Paraguay,1947. 61p. 17. Peru,1948(1949). 90p. 18. Uruguay,1948(1949). 91p. 19. Vanezuela,1948(1949). 59p.

Union of Soviet Socialist Republic

Ezhegodnik, Knigi SSSR: Sistematicheskii Ukazatel. (Yearbook of Soviet Publications.) Moskva: Izd-vo Vsesoiuznoi Knizhnoi Palaty, 1927-. Annual. Semiannual 1946-56. Issued in 2v., 1959-. Annual cumulation of Knizhnaia Letopis. Has author-title-subject index of books in Russian, and includes official publications. Also includes indexes to books in other languages and books translated into Russian.

Knizhnaia Letopis: Organ Gosudarstvennoi Bibliografii SSSR. Moskva: Vsesoiuznaia Knizhnaia Palata, 1907-. v.1-. Weekly. This is a national bibliography of the Soviet Union. All governmental publications are included. Arrangement is by a Soviet modification of the Dewey Decimal Classification. Indexes of authors, geographical points found in titles, and subjects are issued quarterly with an annual cumulation. Also issued is an annual series index.

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Canada. Department of Public Printing and Stationery. Canadian Government Publications: Catalogue, 1953--. Ottawa: Queen's Printer, v.1--, 1954--. Annual. Cumulation of Monthly Catalog. Gives titles and prices of all official publications available from the Queen's Printer.

Canada. Dominion Bureau of Statistics. The Canada Year Book, 1905--; the Official Statistical Annual of the Resources, Institutions, and Economic Conditions of the Dominion. Ottawa: Queen's Printer, 1906--. Annual. Title varies: The Statistical Abstract and Record, 1886-88 and The Statistical Yearbook of Canada, 1890-1905. Chronological historical information of Canada from 1497 is included. Also contains an index of a select group of articles in prior editions and a directory of sources that have official information.

Canadian Parliamentary Guide. Ed. with patronage of the Canadian Parliament and of the legislatures of the various provinces by G. Pierre Normandin. Ottawa: Syndicat des Oeuvres Sociales Limite, 1912--. Contains lists statistics of administrative officials and of other offices and positions relating to the house of government and senate of Canada. Also includes information on elections, diplomats, and sometimes biographical sketches.

Canadiana. Ottawa: National Library of Canada, 1951--. Monthly. Issued in two parts. Part 1 lists trade publications by subject, with author and title index. Part 2 lists federal and provincial government publications. Annual cumulations.

Dominions

1817-1900: New Zealand. General Assembly. Library./ A Finding List of Britisch Parliamentary Papers Relating to New Zealand, 1817-1900, by J.O. Wilson. Wellington, General Assemblt Library, 1960. Main Docs range 5, Z 4109 +N53.

1812-1911: Adam, Margaret I. Guide to the Principal Parliamentary Papers Relating to the Dominions, 1812-1911. London, Oliver and Boyd, 1913. Main Docs range 5, Z 2021 .C7 A3.

-1935: Cole, A.H. A Finding List of Royal Commision Reports in the British Dominions. Cambridge, Mass., Harvard Univ. Press, 1935. Main Docs range 5, Z2001 .C7 C6 LS Practice Collection.

BRITISH GOVERNMENT PUBLICATIONS*

General Readings

Gt. Brit. Stationary Office./ Published by H.M.S.O.: A Brief Guide to Official Publications. London, 1960.

Ford, P. A Guide to Parliamentary Papers: What They Are, How to Find Them, How to Use Them. 3d. ed. Totowa, N.J., Rowman & Littlefield, 1972.

Olle, J. G. H. An Introduction to British Government Publications. London, Assoc. of Assistant Librarians, 1965.

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Current Selection Aids

Gt. Brit. Stationary Office./ Government Publications Issued During [Month]. [Formerly called, Government Publications: Monthly List]

Gt. Brit. Stationary Office./ Catalogue of Government Publications, [Year]. 1936- [Annual cumulation of preceding title, formerly called Government Publications: Consolidated List]

_____./ H.M.S.O. Monthly Selection of Books Published During [month, year]. [Available free through British Information Services, 845 Third Avenue, New York, N. Y. 10022]

_____./ Sectional Lists nos. 1-64. [Described in "Published by H.M.S.O.," p. 55-57]

Comprehensive General Indexes

A Catalog of Great Britain Entries, Represented by Library of Congress Printed Cards, Issued to July 31, 1942. Ann Arbor, Mich., Edwards, 1944. 2 v. [This is a reprint of volumes 58-59 of the first cumulation of the L.C. Author Catalog. Volume 2 contains a list of command papers, numerically arranged,

* section adapted from Wisconsin syllabus.

p. 142-516. This is supplemented by subsequent cumulations of the LC Author Catalog and the National Union Catalog]

Di Roma, E. & J. A. Rosenthal. A Numerican Finding List of British Command Papers Published 1833-1961/62. New York, N.Y.P.L., 1967.

British Museum./ General Catalogue of Printed Books. Photolithographic edition to 1955. London, 1959-1966. 263 v. [With supplements]

Parliamentary Papers (also known as "Sessional Papers")

Gt. Brit. Parliament/ Parliamentary Papers. 1850-

Gt. Brit. Parliament. House of Lords./ Papers. 1897-

Gt. Brit. Parliament. House of Commons./ Catalogue of Parliamentary Reports and a Breviate of Their Contents...1696-1834. London, 1834.

Lords: General Index, 1801-1859. i v.
Annual indexes, 1897-1927. 1 v. per year.

Commons: (These indexes provide access to bills, reports, estimates, committee and commission reports, and command papers).

1801-1852.	3 v.
1852-1899.	2 v.
1900-1948/49.	1 vol. covers 2,677 volumes of Parliamentary Papers.
1950-1958/59.	1 v.
1960-	1 v. per year. Present title: Sessional Index [Year]: House of Commons and Command.

Annual Indexes, 1860- 1 vol. per year.
[The cumulative indexes provide access by subject only, but the annual indexes contain also numerical listings. Therefore, early command papers requested by number can be found only in the annual indexes, or in A Catalog of Great Britain Entries, or in Di Roma's A Numerical Finding List.

Current command papers requested by number can be found in 3 tools: The annual indexes, Government Publications Issued During [Month],

and Catalogue of Government Publications, [Year].

Parliament:

1801-1910: Catalogue of Parliamentary Papers, 1801-1900, With a Few of Earlier Date. London, P. S. King, 1904.

_____, 1901-1910. London, 1912.

1833-1961: Ford, P. A. Select List of British Parliamentary Papers, 1833-1899. Oxford, Blackwell, 1953.

1833-1961: Di Roma & Rosenthal, op. cit.

1900-1916: Ford, P. A. A Breviate of Parliamentary Papers, 1900-1916. Oxford, Blackwell, 1957.

1900-1968: Rodgers, F. Serial Publications in the British Parliamentary Papers, 1900-1968: A Bibliography. Chicago, ALA, 1971.

1914-1933: Taylor, Ruby L. Guide to the Serial and Periodical Publications [in the] Sessional Papers. Chicago, John Crerar Library, 1934.

1917-1939: Ford, P. A. A Breviate of Parliamentary Papers, 1917-1939. Oxford, Blackwell, 1951.

Commissions

1860-1935: Cole, A. H. A Finding List of British Royal Commission Reports, 1860-1935. Cambridge, Mass., Harvard Univ. Press, 1935.

Diplomacy

1814-1914: Temperley, H. A Century of Diplomatic Blue Books, 1814-1914. Cambridge, Eng., Univ. Press, 1938.

1919-1939: Vogel, R. A Breviate of British Diplomatic Blue Books, 1919-1939. Montreal, McGill Univ. Press, 1963.

Gt. Brit. Public Record Office./ Index to the Correspondence of the Foreign Office, 1920-1938. Nedeln, Liechtenstein, Kraus-Thomson, 1969. 77 v. [Reviewed

in UW Library News, vol 15, no. 4, p. 24-26. April 1970]

Parliamentary Debates ("Hansard")

1803- Cobbett's Parliamentary History of England, From the Earliest Period to the Year 1803. London, Hansard, 1806-1820. [A retrospective account, based on many contemporary sources.] 36 v.

1803-1908: Gt. Brit. Parliament./ Parliamentary Debates, 1803-1908. 621 v., each volume with index.

1909- Gt. Brit. Parliament. House of Lords./ Parliamentary Debates, 1909- Each volume with index, session index in last volume of session.

1909- Gt. Brit. Parliament. House of Commons./ Parliamentary Debates, 1909- Each volume with index, session index in last volume of session.

Examples of General Indexes to "Hansard"

Gt. Brit. Parliament./ General Index to the First and Second Series of Hansard's Parliamentary Debates, 1803-30, Sir John Philippari, ed. London, Baldwin & Craddock, 1934.

Gt. Brit. Parliament. House of Commons. Library./ A Bibliography of Parliamentary Debates of Great Britain. London, HMSO, 1956.

Journals of Parliament (FYIO)

Gt. Brit. Parliament. House of Lords./ Journals. 1509- [Each volume includes index. Separate index volumes at end of this group.]

Gt. Brit. Parliament. House of Commons./ Journals. 1547- [Each volume includes index. Separate index volumes at end of this group.]

Privy Council (FYIO)

Gt. Brit. Privy Council./ Proceedings and Ordinances of the Privy Council of England [1386-1542]. Edited by Sir Harris Nicolas. London, Eyre & Spottiswoode, 1834-37. 7v.

_____./ Acts of the Privy Council of England, new series, 1542-1547 - 1630-1631. London, H.M.S.O., 1890.

Codes of Laws (FYIO)

Gt. Brit. Laws, statutes, etc./ The Statutes from the Twentieth Year of King Henry the Third to the [Tenth Chapter of the 12th, 13th, and 14th Years of King George the Sixth] A.D. 1235-[1948]. Prepared under the editorship of Sir Robert Trayton. 3d ed., rev. London, H.M.S.O., 1950. 32 v.

_____./ Public General Acts. 1886- [Annual. Similar to U.S. Statutes-at-Large]

_____./ Chronological Table and Index of the Statutes. 1st- London, H.M.S.O., 1870- [Annual. 2 vols.: (1) Chronological table of all statutes since 1234; (2) Index to statutes in force.

_____./ The Statutory Rules & Orders and Statutory Instruments Revised to December 31, 1948. 3d ed. London, H.M.S.O., 1949-1952. 25v. [Similar to U.S. Code of Federal Regulations; Brought up-to-date by the annual Statutory Instruments and by the London Gazette, which is similar to the U.S. Federal Register]

_____./ Guide to Government Orders, Indexing S. R. & Os and S. Is. in Force. 1891- London, H.M.S.O.

BIBLIOGRAPHIC CITATION

The purpose for using accepted bibliographic citations is to facilitate identification and retrieval of the documents. The format of the citation may vary depending on the policy of the publication in which it appears (e.g. in a legal text or in a scholarly article), or whether it is used as a footnote or part of a bibliography. Recommended forms are sometimes given in the publications themselves. Others can be constructed with the aid of the principles and suggestions found in the tools listed under "Sources Consulted" below. For quick reference purposes a few samples of accepted bibliographic formats are listed as follows:

1. Federal or State Documents in Book Format:

U.S. Department of Agriculture. Farm Security Administration. Analysis 70,000 Rural Rehabilitation Farmlands, by E.L. Kirkpatrick. Social Research Report. No. 9. Washington, U.S. Govt. Print. Off., 1938.

or

U.S. Library of Congress. Division of Documents. Government Document Bibliography in United States and Elsewhere. By James B. Childs. 3d ed. Washington, U.S. Govt. Print. Off., 1942. 78 p. (LC 7.2:G74/942)

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2. Government Periodicals or Periodical Articles:

U.S. Department of the Interior. "Highlights in history of forest and related natural source conservation," Conservation Bulletin No. 41, Washington, U.S. Department of the Interior (or U.S. Govt. Print. Office), 1966. p.1.

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3. Congressional Publications: a/ Hearings:

U.S. Congress. Senate. Committee on the Judiciary. Subcommittee on Antitrust and Monopoly. Administered Prices in the Drug Industry. Hearings. 83d Cong., 1st Sess. April 20 and 21, 1953. Washington, U.S. Govt. Print. Off., 1953. 119p.

or

Narcotics, Marihuana, and Barbiturates. Hearings Before a Subcommittee of the House Committee on Ways and Means on H.R. 3490, 82d Cong., 1st Sess. (1951).

4. Congressional Publications: b/ Bills, Reports and Miscellaneous Documents:

Interest Equalization Tax Textension Act of 1965, H.R. 4750, 89th Cong., 1st Sess. (1965).

Report of the Federal Trade Commission. S. Doc. No. 92, 70th Cong., 1st Sess., 1935.

94 Congressional Record 9761-9764 (1948) or Congressional Record, 94:9761--9764 (1948)

5. Laws, Statutes and Regulations:

Administrative Procedure Act. 60 Stat. 999 (1946).

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The Energy Supply and Environmental Coordination Act of 1974, P.L.93-319 (June 22, 1974).

Detention of Shoplifters, Ky. Acts 1968, c49, §2, Ky. Rev. Stat. 433.236 (1975)

Council on Environmental Quality, Guidelines for Statements on Proposed Actions Affecting the Environment, 36 Fed. Reg. 20550 (August 1, 1973)

6. United Nations:

United Nations. Economic and Social Council, Social Commission, 17th Session. Reappropriation of the Role of the Social Commission: Report of the Secretary General (E/CN. 5/400), 16 February 1966. 100 p.

United Nations. World Health Organization. Toxic Hazards of Pesticides to Man: Twelfth Report of the Expert Committee on Insecticides. WHO Technical Report Series, no. 227, 1962. 91 p.

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Pollack, Ervin H. Fundamentals of Legal Research. 4th ed. by J. Myron Jacobstein and Roy M. Mersky. Mineola, Foundation Press, 1973. (5th ed. in preparation).

Price, Miles O. and Harry Bitner. Effective Legal Research. Boston, Little, Brown, 1953. pp. 322-380.

Rothman, Marie H. Citation Rules and Forms for United Nations Documents and Publications. Brooklyn, N.Y., Long Island University Press, 1971.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses and Dissertations. Chicago, University of Chicago Press, 1973.

United Nations. Dag Hammarskjold Library Bibliographical Style Manual. New York, United Nations, 1963. 62 p. (ST/LIB/SER.B/8).

U.S. Government Printing Office. Style Manual. Washington, U.S. Govt. Print. Off., 1973. (GP1.23/4:St9/973).

Methodology

Accredited library schools submitted their syllabi for teaching government publications. These were examined for their presentation of aims and objectives, course outlines, methods of presentation, supporting bibliographies, subject approaches, examples of questions asked, and for examinations.

Certain individuals were asked to be especially responsible for the areas of local and municipal documents; state; federal, United Nations, and other international governments. A composite outline of material submitted was constructed from this organization. Material from the syllabi was arranged with special emphasis on those syllabi to be used as models. Only those portions indicated were taken entirely from one syllabus. With the exception of those portions noted, the Committee did not intentionally excerpt sections from one syllabus.

A variety of bibliographic styles has made difficult the task of a standardized citation. To some degree there was editing, but time prevented a thorough revision.

The Committee supplied information not found in any syllabus submitted. A number of those submitting syllabi did include specific information on their methods and their teaching philosophy. They explained the breakdown of their course outline. They include annotated bibliographies and information on acquisitions. This syllabus has not done proper service to the area of teaching and further refinements of the syllabus should lay great stress on methods.

The syllabus makes no pretense of being complete, but serves as a starting point for a more comprehensive future publication.

GODORT
Optimal Syllabus Committee Members -E.T.F.

Susan Correa
Documents Department
Duke University Libraries
Durham, North Carolina

Terry Crowley
Library School
Toledo University
Toledo,Ohio

Bernadine Hoduski
U.S. Congress
Joint Committee on Printing
Washington, D.C.

Deanne Holzberlein
Principia College Library
Elsah, Illinois

Catherine Porter
Bank of America
NT & SA Law Library
San Francisco, California

Eugenia P. Rankin
Alabama State Dept. of Archives and History
Montgomery, Alabama

Henry Stewart
Library School
University of Alabama
University, Alabama

Irma Tomberlin
School of Library Science
University of Oklahoma
Norman, Oklahoma

M. Dean Trivette, Chairperson
Government Publications Dept.
University of Kentucky Libraries
Lexington,Kentucky

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Honlulu, Hawaii

Department of Library Science
Northern Illinois University
DeKalb, Illinois

Graduate School of Library Science
Rosary College
River Forest, Illinois

Graduate Library School
University of Chicago
Chicago, Illinois

Graduate School of Library Science
University of Illinois
Urbana, Illinois

Graduate Library School
Indiana University
+ Bloomington
Indiana

School of Library Science
University of Iowa
Iowa City, Iowa

School of Library Science
Louisiana State University
Baton Rouge, Louisiana

University of Kentucky
College of Library Science
+ Lexington, Kentucky

School of Library and Information Science
University of Maryland
College Park, Maryland

School of Library Science
Simmons College
Boston, Massachusetts

School of Library Science
University of Michigan
Kalmazoo, Michigan

Library School
University of Minnesota
+ Minneapolis, Minnesota

School of Library and Information Science
University of Missouri
Columbia, Missouri

Fairleigh Dickinson University
+ The Libraries
Teaneck, New Jersey

Graduate School of Library Service
Rutgers, The State University
New Brunswick, New Jersey

School of Library Service
Columbia University
+ New York, New York

Graduate School of Library and Info. Science
Pratt Institute
Brooklyn, New York

Library Science Department
Queens College of the City Univ. of N.Y.
+ Flushing, N.Y.

School of Library and Info. Science
State Univ. of New York at Albany
Albany, New York

School of Library Science
University of North Carolina
at Chapel Hill
Chapel Hill, North Carlina

School of Library Science
Case Western University
\+ Cleveland, Ohio

School of Library Science
\+ University of Oklahoma
Norman, Oklahoma

School of Librarianship
University of Oregon
Eugene, Oregon

Graduate School of Library Science
Drexel Institute of Technology
\+ Piladelphia, Pa.

Graduate School of Library and
Information Sciences
University of Pittsburgh
Pennsylvania

Graduate Library School
\+ University of Rhode Island
Kingston, Rhode Island

School of Library Science
George Peabody College for Teachers
\+ Nashville, Tennessee

School of Library and Info. Science
North Texas State University
Benton
Texas

Graduate School of Library Science
University of Texas at Austin
Austin, Texas

School of Librarianship
University of Washington
Seattle, Washington

Library School
\+ University of Wisconsin
Madison, Wisconsin

Graduate School of Library Science
McGill University
Montreal, Quebec, Canada

School of Library and Info. Science
University of Western Ontario
London, Ontario, Canada

\+ Indicates a reply and accompanying syllabus forwarded for use by the Committee.